



*Presented by the
Connecticut Department of Transportation (CT DOT)
Consultant Selection Office*

STATE OF CONNECTICUT

CONSULTANT SELECTION OFFICE

Consultant Prequalification For 2016

Oct 2015



WHY EVERY YEAR?

Connecticut General Statute

- Yearly process per CGS 13b-20e:

**Sec. 13b-20e. Prequalification of consultants.
Letters of interest for provision of consultant services.**

(a) Any consultant who desires to provide consulting services to the department in any calendar year shall be required to submit, not later than the fifteenth day of November immediately preceding such calendar year, information concerning their qualifications as may be required by the department.

Such consultants shall provide the department with additional or updated information upon request by the department.

The commissioner shall by January first, annually, analyze the information submitted and determine those consultants qualified to perform services in areas of expertise established by the department.



THE CURRENT PROCESS

- ALL firms must submit a prequalification application EVERY year
- Firms prequalified in an even calendar year (2016, 2018, etc.) can submit a streamlined or 'reduced' package for the next following odd numbered calendar year (2017, 2019, etc.) only
- *This November's application (for the 2016 calendar year) is NOT eligible for a reduced submission!!!*

STATE OF CONNECTICUT
DEPARTMENT OF
TRANSPORTATION

ANNUAL PREQUALIFICATION
SUBMITTAL FORM (rev 8/15)

A The information herein is a statement of facts.

Name _____ Signature _____
Title _____ Date _____

B FIRM INFORMATION

FIRM NAME _____
YEAR ESTABLISHED _____
TYPE OF BUSINESS (CORP, LLC, PC, etc) _____ BUSINESS ADDRESS _____
PRIMARY CONTACT (for all notifications) _____ CITY _____
TITLE _____ STATE _____ ZIP _____
PHONE _____ E-MAIL _____
FAX _____ NAME OF PARENT COMPANY, IF ANY _____

C PERSONNEL BY DISCIPLINE: a.) number in entire firm, b.) number in Connecticut or regional office

a	b	a	b	a	b
Administrators	_____	Estimators	_____	Sanitary Engineers	_____
Architects	_____	Geologists	_____	Soils Engineers	_____
Highway Engineers	_____	Hydrologists	_____	Specification Writers	_____
Construction Inspectors	_____	Landscape Architects	_____	Structural Engineers	_____
Draftsmen	_____	Management/Financial Analyst	_____	Surveyors	_____
Ecologists	_____	Mechanical Engineers	_____	Traffic Engineers	_____
Electrical Engineers	_____	Planners Urban/Regional	_____	Transportation Engineers	_____

D LICENSES

In the spaces below please indicate the number of personnel in your firm that have the appropriate current licenses.

_____ Connecticut Professional Engineer License
_____ Connecticut Architect License
_____ Professional Engineer License from State other than
_____ Architect License from State other than Connecticut

PLEASE NOTE THAT CURRENT AND VALID COPIES OF CORPORATE AND INDIVIDUAL LICENSES FROM THE APPROPRIATE CONNECTICUT LICENSING BOARD MUST BE INCLUDED IN YOUR SUBMITTAL, FOR THE CATEGORIES BEING REQUESTED FOR PREQUALIFICATION. AN EXPIRATION DATE MUST BE CLEARLY SHOWN.



THINGS TO KNOW FOR 2016

- A streamlined or 'reduced' submission is NOT an option. All firms are required to submit a full application for 2016.
- The following categories have been removed (reduced from 18 to 15 in 2015, now going from 15 to 11 for 2016)
 - Bridge and Structure Inspection (underwater)
 - Environmental Compliance (Soil & Groundwater)
 - Intelligent Transportation Systems (ITS)
 - Materials Testing and Fabrication Inspection
- The due date of November 15th is a Sunday. Hand deliveries are due by Friday, November 13th at 3:00 pm. Otherwise, submittals sent in the mail must be postmarked by November 15th. Highly recommend a mail receipt showing postmark date.



SUBMISSION COMPONENTS

- **Cover Letter – The cover letter should identify the specific categories your firm is requesting to be prequalified for in 2016. Ensure the categories listed match the categories marked on the checklist.**
- **2016 Category Checklist (2 copies)**
- **Annual Prequalification Submittal Form (rev 8/15)**
- **2016 Prequalification Category Cover Page(s)**
- **Project Experience**
- **Resumes**
- **Licenses**



2016 CATEGORY CHECKLIST

2 Copies –
1 copy stays in your
submission; the other copy
is pulled and used
internally by the
Department during the
review process.

IMPORTANT – The contact
name provided will be
who is contacted for
everything, including
emails of shortlist and
selection notifications

2016 CATEGORY CHECKLIST

FIRM NAME: _____ PHONE: _____

ADDRESS: _____ FAX: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT NAME: _____
(This individual will receive all solicitation letters and correspondence emails from the Consultant Selection Office)

CONTACT EMAIL: _____

Highlighted/shaded areas are For CTDOT use only	WERE APPROVED IN 2015 (If applicable)	REQUESTED FOR 2016	APPROVED FOR 2016
1. Bridge and Structure Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Facility Design (All Modal Buildings/Vertical Structures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Highway Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Rail Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Traffic and Safety Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Bridge and Structure Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Construction Engineering and Inspection (Facilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Construction Engineering and Inspection (Rail)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Construction Engineering and Inspection (Road & Bridge)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Environmental Planning Studies and Regulatory Permitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Modal Transportation Planning Studies (Highway, Transit, Rail, Ferries/Ports/Waterways, and Bicycle/Pedestrian)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reviewed By: _____ Approved By: _____ Date: _____

Notes: _____



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CATEGORY COVER PAGE

This form must list the person “In Responsible Charge” as well as Key Personnel (project managers, senior staff and inspectors, including any staff necessary to address the category license) that are most likely to be used on CTDOT projects.

Following each Prequalification Category Cover Page, information must be included showing the firm’s relevant project experience.

Change for this year – the person identified as “In Responsible Charge”, does not need to be the one who has the CT PE license. However, the name of the person who fulfils the license requirement must be identified (bold, italics, etc)



2016 PREQUALIFICATION CATEGORY COVER PAGE

CATEGORY: _____

You must indicate which key staff person will be “In Responsible Charge” of the work of others. Make sure to indicate which staff fulfills the licensing requirement, and include a copy of their current valid license in the License section of the application. You must include project experience of your firm immediately following this page, and resumes of your listed personnel (in the resumes section). Please TAB this page for ease of reference.

1. KEY PERSONNEL:

- In Responsible Charge

2. FIRM'S EXPERIENCE:

(Immediately following this cover page must be the projects which best illustrate the qualifications of your firm relevant to each category being requested. The projects should not have been completed more than five (5) years ago. You are allowed a maximum of one (1) page for each project, and up to ten (10) most representative projects per category.

Information to be included: Narrative that includes the project location, project description, the years which services were provided, project owner, detailed description of your firm's responsibilities and scope of work, the entire project cost and your firm's fee for services rendered. Be sure to identify if your firm was a prime or sub-consultant.

* KEY PERSONNEL ARE THOSE EMPLOYEES MOST LIKELY TO BE UTILIZED ON CTDOT PROJECTS.
USE THIS FORM AS THE 1ST PAGE FOR EACH PREQUALIFICATION CATEGORY BEING REQUESTED.



PROJECT EXPERIENCE

Project Experience is limited to 10 project which most represent your firms abilities in that category. The projects should not have been completed more than 5 years ago. Maximum of 1 page per project description (yes, you can put more than one on a page).

Keep in mind – This section is carefully reviewed when determining your firms ability to be prequalified in a particular category.

Make sure you provide a detailed project description and ensure that your firm's scope of work and responsibilities are clearly identified.

Make sure you identify if you were the prime or sub-consultant on the project.

Don't rely on what you may have done in previous years. Check to see if what you submit meets these requirements.



RESUMES

All the resumes should be contained in a separate section, organized in alphabetical order by the persons last name. You do not need to include every persons resume who is listed on the Category Cover Page, but ensure you include those which you feel are critical to the category.

Only one copy of resume is needed, even if the person is listed for multiple categories.

Note: The Resume Form has been discontinued. At a minimum, each resume must contain the following:

- Name
- Title
- Education
- Years Experience
- Years with Firm
- Professional Licenses
- Prequalification Categories Listed for
- Relevant Experience and Qualifications
- Two page maximum length



LICENSES AND CERTIFICATIONS

- Final section of the submittal.
- Firms must include copies of current and valid corporate and individual licenses of the personnel listed on the Prequalification Category cover pages required for the specific prequalification category that is being requested.
- Corporate license first; followed by individuals in alphabetical order by persons last name.
- Do not include extraneous information.
- Look up link: <https://www.elicense.ct.gov/lookup/licenselookup.aspx>



CORPORATE LICENSE REQUIREMENTS

License Type	Corporation	Professional Corporation	LLC	LLP	Sole Proprietorship
Professional Engineering	X	X	X		
Professional Engineering & Land Surveying	X	X	X		
Professional Engineering, Land Surveying & Architecture	X	X	X		
Professional Engineering & Architecture	X	X	X		
Land Surveying & Architecture	X	X	X		
Architecture (for Facility Design(All Modal Buildings/Vert. Structures) only)	X	X			

An 'X' indicates that a Corporate License is required

Engineering Corporations and Limited Liability Companies require a CT Corporate PE license by state statute.

LLP's and Sole Proprietorship's don't require a CT Corporate PE license, just the individual license(s) required as per each category

Facility Design (All Modal Buildings/Vertical Structures) is the only category which allows an Architect License

Architectural Corporations require a CT Corporate Architecture license by state statute

Architectural LLC's, LLP's, and Sole Proprietorship's don't require a CT Corporate Architecture license, just the individual CT Architect license



COMMON ERRORS

- Not signing the Submittal form indicating the submittal is a statement of facts
- Not having an individual with a CT PE license
- Not possessing the required Corporate license based on the firms business structure
- Not submitting the required licenses (in current standings)
- Insufficient relevant project experience
- Insufficient description on the details of a project
- Insufficient details of a firms scope of work and responsibilities on listed projects
- Submitting after the due date – If you are mailing your submittal, it is recommended that you obtain a mail receipt which shows the post mark date.



THANK YOU

● Contact Information

DAVID MANCINI

david.mancini@ct.gov

860.594.3498

Consultant Selection Office

Connecticut Department of Transportation

● To get to my Website

www.ct.gov/dot

Doing Business with CONNDOT >

Consultant Resources – Consultant Selection Information

Annual Consultant Prequalification Information



YOUR QUESTIONS?

